



## HVAC Technician

**Job Code: 0324**

Originated: 09/04

Revised: 08/06

HR Ordinance Status: Classified

Salary Grade: 2142

EEO Code: 26

FLSA: Non-Exempt

Supervisory: No

[General Workforce](#)

### CLASS SUMMARY

Performs journey level heating, ventilation and air conditioning maintenance, repair and installation functions.

### DISTINGUISHING CHARACTERISTICS

This is a stand- alone job classification and is not supervisory.

### ESSENTIAL FUNCTIONS

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Performs installation, preventive maintenance and repairs on all refrigeration, heating and ventilating equipment, control systems and associated computer control systems. This will include cooling towers, chillers and chemical feed systems for scale and corrosion control.
- Repairs or replaces electrical components such as wire, contractors, starters, relays, overload heaters, motors, compressors, flame guards, pilot igniters and related fail safe controls on large and small air conditioning and heating equipment.
- Lays out and installs metal, fiberglass, flexible ductwork, diffusers, grills and turning veins.
- Installs piping and pumps related to the HVAC trade that transfer water, oil, refrigerant and chemicals for system water treatment.
- Analyzes gauge and meter readings relating to pneumatic air, water pressure, water chemical and solids content, refrigerant pressures, oil pressure and contaminant content.
- Maintains written or computer based logs on preventive maintenance, cooling tower water use, filter changing, belt life cycle, bearing life cycle and cooler pump life cycle.
- Enters new data into computer base on Energy Management Control System to allow schedule and use changes in City facilities.
- Maintains and repairs all types of large HVAC systems including chilled water, water cooled, reciprocating and centrifugal systems including pumps, cooling towers, both pneumatic and digitally controlled.
- Installs and programs computer based energy management systems to control energy use by city facilities.

- Evaluates and recommends new products that may be beneficial to lower maintenance and operating costs of City HVAC equipment.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

Building Automated Control Systems and digital electronic HVAC controls.

Maintaining and repairing all types of large HVAC systems in an industrial environment.

Installing and programming computer based energy management systems.

NFPA 70E electrical workplace safety.

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

#### **Ability to:**

Understand air balancing and the effects it has on a HVAC system.

Read and interpret mechanical, electrical and pneumatic schematics related to the HVAC trade.

Interpret assignments from blueprints, sketches and material takeoffs.

Maintain and repair all types of large HVAC systems.

Install and program computer based energy management systems.

Install, perform preventive maintenance and repair all refrigeration, heating and ventilating equipment, control systems and computer control systems.

Repair and replace electrical components.

Install piping and pumps.

Analyze gauge and meter readings.

Maintain detailed records of activities and completed work orders.

Perform work in a safe and timely manner.

Commit to teamwork, have a shared commitment to quality.

Demonstrate the willingness to assume ownership of the position and equipment.

Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, e-mail and timesheets.

Estimate material costs from blueprints or work plans.

Make mathematical calculations.

Listen and communicate effectively with a diverse group of people.

Establish and maintain effective working relationships with co-workers, supervisors and the general public.

Complete required OSHA/Safety Training as required.

**Education and Experience:**

A high school diploma or GED equivalent and any combination of training and experience equivalent to a technician's certificate in a HVAC specialized field or a four year apprenticeship program in an approved HVAC program, five years experience in HVAC maintenance and repair, including two years working on large tonnage chilled water systems.

**Licensing and Other Requirements:**

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

Obtain and maintain OSHA 40 hour HAZWOPER certification, within one year of hire date and maintain annual eight hour refresher certification.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under the general supervision of a Senior Water Maintenance Technician in the in the maintenance group of the Water & Wastewater Treatment division in the Water Department or a Facilities Management Coordinator in the Facilities Division of the Community Services Department and within standard operating procedures.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Most work is performed in an industrial environment, with some work performed in a normal City office environment.
- Exercise good physical and hand/eye coordination.
- Operate a variety of shop equipment and hand tools and skillfully maneuver small objects.
- Seldom sedentary and includes walking or moving, climbing ladders and working at heights; lifting; bending and stooping repeatedly; lift arms above head on continual basis; work in small, cramped and confined areas.
- Move heavy objects over 80 lbs.
- Moderate exposure to dust, grease, noise, inclement weather, temperature extremes, wastewater and unpleasant odors.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a motor vehicle and travel to/from various City locations.
- Work rotating weekend coverage and after hours callout.

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*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*